

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 20-06 POSITION TITLE: Battalion S-1

GRADE: CPT/03 DMOS: 13A00

FEMALE ASSIGNMENT ELIGIBILITY: NO

UNIT: HHB 1-111TH FA

LOCATION: Norfolk, Virginia

OPENING DATE: 4 May 2006 CLOSING DATE: 5 June 2006

POC FOR ADDITIONAL INFORMATION: WOC Sheryl Scott, (434) 298-6330/
DSN 438-6330 or SSG Lakeyshia Taylor, (434) 298-6382/DSN 438-6382

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Monitors, assesses, provides guidance, and manages the elements of personnel administration. Maintains current personnel estimates by collecting and analyzing data. Develops plans for recruiting and retention. Responsible for personnel services such as orders, evaluation reports, promotions, personnel assignments, morale, and awards. Works in the area of safety and accident prevention developing plans and programs and supervises their implementation. Provides control and standardization of procedures within the command. Works in coordination with senior full time supervisor in the allocation of manpower and work space in the headquarters and various units.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional officers, 1LT/02 - CPT/03 who are members of the Virginia Army National Guard. Must be qualified in the following AOC: 13A00. If not AOC qualified, must become AOC qualified within 12 months.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF 88 and SF 93 or DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 20-06

6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506 or NGB Forms 23/23B**)

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 5 June 2006. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer